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### Past Articles for Review



Past editions are available at the Management Services Center website: [www.gsa.gov/mgmtservices](http://www.gsa.gov/mgmtservices)

Here is a list of articles in past editions:

### *Wow! LOGWORLD SINs look different!*

We have updated the descriptions of the LogWorld Special Item Numbers (SIN) to include recent technology, service innovations and to improve the clarity of the wording. The new descriptions are posted in GSA e-Library and GSA Advantage and are included in this article. The LogWorld solicitation will reflect the new descriptions in the next refresh scheduled for February 2008.

SIN 874-502 has been combined with SIN 874-501 for consistency of use. The nine companies that were on SIN 874-502 will be moved over to SIN 874-501. "Acquisition Logistics" as originally defined by 874-502 is oftentimes one of the first phases of Supply and Value Chain Management and is already allowed under the scope of 874-501. Combining the two SINs should have little impact on either industry or the Ordering Activities because any or all of the services cited under the SIN can already be provided and obtained.

We worked hard to provide comprehensive descriptions and examples of each SIN. Of course, we can never list all of the possibilities for each SIN, so remember that the SIN is not limited to the examples we listed.

Your LogWorld contracting team is proud to serve you and is always interested in your feedback. In particular, your LogWorld Business Manager, Maureen Duckworth at (253) 931-7514 or [Maureen.duckworth@gsa.gov](mailto:Maureen.duckworth@gsa.gov) looks forward to your input!

Here are the new SIN descriptions:

#### **SIN 874-501: Supply and Value Chain Management Services**

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for

## April 2007

- Why an agency should use GSA Schedules
- Do you need Governmental information (USA.gov)?
- Joint Services Environmental Management Conference & Exposition (JSEM)
- Disaster Recovery Purchasing by State and local Governments
- GSA Organization Updates
- Management Services Center Industry Day (trip report)
- Next MSC Industry Day
- Opportunities at GSA 07 Expo
- Hands-on program management training
- Point of contacts

## July 2007

- Finding Federal Customers
- MSC Outreach to Federal Agencies
- Management Services Center Industry Day Invite
- Prime-Subcontracting Arrangement May Lead to Loss of GSA Schedule Contract
- Contingency Planning and MOBIS

planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (**Non-radioactive only**); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions – planning and implementation. (note – acquisition functions can not be procured as stand-alone services).

SIN 874-502: Reserved

### SIN 874-503: **Distribution and Transportation Logistics Service:**

Services that include distribution and transportation logistics services such as planning and designing, implementing or operating systems or facilities for the movement of supplies, equipment or people by road, air, water or rail. Examples of the type of services that may be performed under this SIN include but are not limited to: movement and short-term storage (excluding household goods); transportation system

- **Security Awareness**
- **GSA Organizational Update**
- **Reasons Federal Agencies Use GSA Multiple Award Schedules**
- **Points of Contact**



## GSA Organizational Update

### **David Drabkin Named GSAs Deputy Chief Acquisition Officer**

WASHINGTON – U.S. General Services Administration (GSA) Administrator Lurita Doan today announced David Drabkin's appointment as GSA's Deputy Chief Acquisition Officer and Senior Procurement Executive.

"I am very pleased that David has agreed to serve in this critical position," said Administrator Doan. "David's vast acquisition policy experience will be vital to

development and management; distribution and transportation logistics consulting; carrier management and routing; freight forwarding, consolidation and management; third-party logistics (3PL); facilitating customs processing; Electronic Freight Manifest (EFM) systems; tracking system analysis, design, operations and management; shuttle services; program and project management.

***Note: Commercial passenger airline services covered by the Airline City Pair Program and courier services covered by Schedule 48, Transportation, Delivery and Relocation Solutions are excluded.***

#### **SIN 874-504: Deployment Logistics Services:**

Services that include, but are not limited to providing expert advice, assistance, guidance, management, or operational support services that permit the deployment of supplies, equipment, materials and associated personnel. Examples of the type of services that may be performed under this SIN include deployment logistics consulting; war gaming (field exercises); contingency planning; inventory and property requirements planning, movement, storage and accountability systems; asset management (including pre-positioning assets); space planning and project integration/implementation; public and private sector support and/or resources; facilitating customs processing/accountability; scenario based field exercises; communication and logistics systems design, plan, deployment and operation; medical and emergency unit storage and restocking management; program and project management.

#### **SIN 874-506: 874-506 Support Products:**

Contractors may provide ancillary products used **only** in direct support of services provided under SINs 874-501, 874-503, 874-504, 874-505 and 874-507. **This SIN cannot be used as a stand alone SIN.** The acquisition of commercial-off-the-shelf (COTS) hardware and software (other than in support of logistics related services) under this SIN is not allowed.

***Note: Any licensing fee/agreements required for COTS hardware and software will be negotiated at the task order level.***

#### **SIN 874-507: Operations & Maintenance Logistics Management and Support Services:**

The purpose of this SIN is to provide a turnkey/total solution in support of a logistics function. Under the turnkey solution, a combination of support services may include, but are not limited to: janitorial services, maintenance, trash disposal, laundry, mail routing, guard, reception and related services **however these services must be incidental to and in support of the**

ensuring federal agencies have the products and services they need to fulfill their missions."

Molly Wilkinson, GSA's chief acquisition officer, added, "David Drabkin is an acknowledged leader in the acquisition community and in the federal government. I have had the great pleasure of working with David during this past year and have learned a tremendous amount from his advice and counsel. I am glad to welcome him back to the OCAO family."

OCAO is responsible for developing and reviewing acquisition policies, procedures and related training for both GSA and federal acquisition professionals through the Federal Acquisition Institute, Civilian Acquisition Advisory Committee, Federal Acquisition Regulation, and GSA's acquisition manual and training programs. As GSA's Senior Procurement Executive, Mr. Drabkin is responsible for all contracting matters with GSA, GSA's acquisition workforce, and serves as GSA's Federal Acquisition Regulation signatory.

Mr. Drabkin said of his appointment: "I'm very glad to be back at GSA and in the best acquisition job in the government. Now we have to get to work."

Mr. Drabkin has served GSA for seven-and-a-half years and recently completed a detail to the Senate Homeland Security and Government Affairs Committee.

**logistics function. Individual support services may not be offered, ordered, or sold separately under this SIN.**

Examples of the type of logistics related services under this SIN include: logistical support services; integrated facility management and operations management support; supply support services; equipment asset management and maintenance support services; fleet management and maintenance support services; preventative maintenance planning support services; property management and maintenance support services; strategic and tactical planning support services; strategic account management support services; mobile utility support equipment operation, maintenance and repair support services; Base operations support (BOS); depot maintenance; project management. **Note: For separate SIN requirements NOT a part of logistics management and support, refer to Schedule 03FAC, Facilities Maintenance and Hardware, SIN(s) 811 002, Complete Facilities Maintenance 811 003, Complete Facilities Management**

Contractors are strongly encouraged to team with other GSA Schedule holders for the services noted above. Excluded from this SIN are services involving construction and the operation of Information Technology Centers

***MOBIS NEWS:  
MOBIS Refresh 12 coming soon!***

MOBIS will be issuing a solicitation refresh (#12) on or about January 31<sup>st</sup>. This refresh will contain updated SIN descriptions for most MOBIS SINs. The most significant SIN change is to SIN 874-6, which previously was named Competitive Sourcing Support and has been re-named Acquisition Management Support. Under this re-defined SIN, MOBIS contractors can provide a wide array of acquisition support services to Government agencies, including but not limited to competitive sourcing support services. Due to issues potentially arising from this SIN in regards to conflict of interest and inherently governmental services, special ordering instructions will apply. These special ordering instructions will be published on the MOBIS website, [www.gsa.gov/mobis](http://www.gsa.gov/mobis), referenced in the MOBIS solicitation, and referenced on the GSA Elibrary website. GSA will also be updating our marketing and training materials to highlight the change to this SIN and the accompanying special ordering instructions.

A mass modification reflecting the changes to SIN 874-6 will be issued soon after the MOBIS refresh 12 is published. Contractors who are interested in adding SIN 6 to their contracts, or adding labor categories to existing SIN 6 awards, may submit modification requests as soon as the MOBIS refresh

He was appointed by the President to be a member of the Acquisition Advisory Panel (SARA Panel). He has served as Deputy Program Manager, Pentagon Renovation Program; the Assistant Deputy Under Secretary of Defense (Acquisition Process and Policies), Office of the Deputy Under Secretary of Defense (Acquisition Reform) (ODUSD(AR)); and the Director, Regulatory Reform and Implementation, ODUSD(AR), where he served as the Project Manager for FASA Implementation.

He is a native of Mount Vernon, N.Y.



### ***Marketing Tips and Tricks Corner:***

We want your company to succeed!! When you are updating your contracts information in with SIP (Schedules Input Program), please do not send in a PDF file. According to the Vendor Support Center it makes it difficult for a customer to search for a specific company. The best options would be to send it in as a .txt or .doc for

is issued. Please refer to the modification submission instructions published on the MOBIS website prior to preparing and submitting a modification request to GSA.

### ***MSC Industry Day Was a Success!***

On October 24<sup>th</sup>, 2007, the Management Services Center (MSC) hosted an Industry Day for all the current MSC vendors. Forty MSC staff and 54 vendors participated in the one day event at the Seattle Federal Building.

Each Contractor was given the opportunity to meet one-on-one with their specific GSA Contracting Officer. These meetings ranged from meet and greet encounters to detailed contract discussions-depending on the needs of the contractor.

A contract Management Panel Discussion was presented by Ms. Linda Dunbar, Ms. Carol McKenzie, Mr. Richard Elgin and Mr. Russ Hanson, all Lead Contracting Officers at the MSC.

The presentation included common contract management concerns:

- Options
- Requirement for various types of Modifications; administrative, adding SINs, adding labor categories, etc.
- Novations
- Economic Price Adjustments (EPAs)
- Basic contract systems maintenance

Ms. Gerri Watson, the MSC Director, provided a GSA Policy Update and encouraged audience interaction in identifying concerns or gathering information.

A Marketing Presentation was provided by Ms. Geri Haworth, Director of the Business Management Division. This insight into federal purchasing is critical to basic marketing success in the federal sector.

The panel discussion and Marketing Presentation are both available on the MSC website at:

[www.gsa.gov/mgmtservices](http://www.gsa.gov/mgmtservices) under References.

Each schedule had its own breakout session so that contractors with common concerns could come together and discuss issues with their GSA contracting staff.

In the past few years we have held a MSC Industry Day at each GSA EXPO but the turnout at these events had been dwindling. So this year, in response to our event critiques, we will not have a meeting at the GSA EXPO but will plan for an event next year in the Washington DC area. If responses remain the same we will alternate site between the Seattle area and the Washington DC area.

As always, **we want your input!** What agenda items would you like to see at the next MSC Industry Day? Send all ideas or concerns to: Maureen Duckworth at

[Maureen.duckworth@gsa.gov](mailto:Maureen.duckworth@gsa.gov).

best results.



# MSC

## Points of Contact

Professional Engineering  
Services (PES)

Language Services

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## ***Some Ins and Outs of the Schedule Input Program (SIP)***

The SIP system is used to input a contractor's GSA Advantage! File. The system can be seriously difficult to use and it is our goal to make it as straight forward as possible.

There are two files in the SIP process: the catalog file is the collection of data elements that you complete when going through the SIP program, the text file is a free form document that you create and attach to the system.

The catalog file should contain the following data **that matches the data in your GSA contract:**

- Contract Number
- DUNS Number
- Vendor (company name)
- Address
- Email
- Web address
- Contract Administrator Name/Negotiator
- Administrator Phone
- Contract Administrator Email
- Government Credit Card Accepted (must be yes under the micro-purchase threshold)
- Prompt Pay
- Prompt Discount and Days
- Order/Remit Address
- Minimum Order
- Maximum Order Limitation (based on SINs selected)
- Product field-should be blank

Minimum Order is often incorrect. Here are the standard amounts for Minimum Order:

- PES \$100
- Consolidated \$100
- Environmental \$100
- Language \$100
- MOBIS \$300
- Logworld \$300

The text file may include marketing data about your company but **must include:**

- Awarded SINs and awarded courses (Including RC SINs)
- Labor categories and prices
- Labor category descriptions, experience, and education
- If you have a PES contract you must list your Professional Engineering Disciplines (PEDs)

It is highly recommended that the text file be prepared in a text

## Environmental Services

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## LOGWORLD Services

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## Consolidated

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## Information on this Newsletter:

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format (file end in .doc, .txt or .rtf). Word searches by agencies will only pull up GSA Advantage! Files that are in a text format.

The biggest reason that text file are rejected is that lack of RC SIN listings. A company can be awarded RC SINs in 2 ways: at the time of initial award-new GSA contractors or with a modification FX-47.

What is an RC SIN? An RC SIN is a category that is provided for state and local governments to use in preparation or response to a disaster. If you are awarded RC SINs your audience has grown from Federal Agencies that use the original SINs to all the state and local governments that can use the RC SINs.

When should you call the Vendor Support Center (VSC)? Contact the VSC, (877) 495-4849, whenever you have questions about the use of the system. The VSC can actually see the software that makes SIP tick and can help you identify problems in the processing of a file. The VSC can assist you in submitting your data and can tell you the status of your submission. It is common for a company to accidentally send only one file. The VSC will tell you if your missing file was ever sent or was perhaps intercepted at the VSC.

When should you call the Management Services Center (MSC) staff? Contact the MSC whenever you have concerns about the data that is in the files you have sent. The MSC staff can see the end result of you SIP process. We can see a catalog file and a text file. It is our job to review the data and make sure it accurately reflects the data in your contract. We cannot see the software that you use to submit the SIP files.

The most important information about SIP: directions for this process are in two separate places: at the VSC website [vsc.gsa.gov](http://vsc.gsa.gov) and at the MSC website [www.gsa.gov/mgmtservices](http://www.gsa.gov/mgmtservices) under References. I strongly recommend that you read both sets of instructions.

